



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 5/14/18	<u>Interviewer:</u> Lafayette Baker	RFA #18-52
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female x Administrator ☐ Faculty ☐ Staff ☐ Student x
 Concern Regarding: Male ☐ Female x Administrator ☐ Faculty ☐ Staff ☐ Student x

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
5/14/18	[REDACTED] emails EOO asking to set up an appointment	
5/15/18	LB calls [REDACTED]	Appointment scheduled for 5/17/18.
5/17/18	LB meets with [REDACTED]	<p>LB explains the EO Office Resolution processes, "Protocol," including differences between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated she did not want to file a formal complaint and that she wanted an informal resolution.</p> <p>[REDACTED] explained that she is the [REDACTED]. And she was not in her position for several months. [REDACTED] explained that while she was not in her role, [REDACTED], covered her [REDACTED]</p>

		<p>indicated that when she came back into her role April 2018, the , did not communicate with her about until asked her about it. continued to communicate with regarding her responsibilities.</p> <p>also explained that and did not properly communicate with about which is one of major job responsibilities. In addition, brought the document to the 5/11/18 Meeting clarified that was supposed to give the document to bring to the meeting, but gave it to instead.</p> <p>would like EOO to assist her with helping and understand that it is important for them to communicate with her effectively about her duties. believes this will allow her to effectively perform her job duties for the rest of the year.</p>
5/24/18	SGS and LB met with	<p>SGS explained to that this situation is likely a personnel issue, and not an EO issue. SGS told that SGS and LB will call Eric Alexander and request that he have someone mediate concerns regarding and .</p> <p>indicated that she understood the situation, and she is comfortable with the next step of LB and SGS calling Eric regarding her concerns with and .</p>
5/25/18	LB called Eric Alexander	<p>LB explained concerns to Eric. LB also told Eric that concerns regarding and are likely personnel related, and not discrimination based on a protected characteristic. LB recommended to Eric that a mediation between and may help alleviate concerns. Eric indicated that he will follow-up .</p>